



King County

**Department of Development
and Environmental Services**

900 Oakesdale Avenue Southwest
Renton, Washington 98055-1219
206-296-6600 TTY 206-296-7217

**SIGN PERMITS: CHECKLIST FOR
COMPLETE APPLICATION**

Alternative formats available
upon request

This checklist is for application purposes only, and is not intended to replace or duplicate King County Codes.

ALL APPLICATIONS MUST BE ACCOMPANIED BY THE FOLLOWING DOCUMENTS:

- ☐ 1. Affidavit of Application
- ☐ 2. Two copies of the Legal Description and the Parcel Number(s)
- ☐ 3. Contractor's registration number
- ☐ 4. Fees for plan review*

ZONING REQUIREMENTS

- ☐ 5. Submit two complete sets of Plans (site plan and sign plans). The Plans must show the following:
 - ☐ A. Locate and note size, height, and type of all existing signs.
 - ☐ B. Draw all proposed signs (to scale); note size, type, and if illuminated, source of illumination.
 - ☐ C. Show location of sign in relationship to property and buildings. Include setback from property line or future arterial for free standing sign.
 - ☐ D. Show existing and proposed building(s) on the site. Indicate building permit number for proposed building(s).
 - ☐ E. Show location and dimension of all entry drives, curbs, and driveway approaches.
 - ☐ F. Provide calculations for existing and proposed sign areas (in square feet). If a wall sign, also indicate area of building façade (in square feet).
 - ☐ G. If a wall sign, projecting sign, or awning sign, show total square footage of existing sign(s) on the building façade.
 - ☐ H. For replacement signs, indicate size, height, and location of sign being replaced.
- ☐ 6. Provide one set of photos for existing signs and area where proposed signs will be located. (This requirement is optional.)

STRUCTURAL PLAN REQUIREMENTS (Signs shall be designed for wind speed of 80 MPH, Exposure "C")

- ☐ 7. Submit details as required to indicate:

Building Mounted Signs

- ☐ A. Dimensioned elevation plan required showing entire tenant facade where sign is to be mounted.
- ☐ B. Show sign on elevation drawing.
- ☐ C. Indicate dimension on the elevation including:
 - 1. Heights and areas for the facade and sign.
- ☐ D. Submit details and cross-section showing sign construction, including:
 - 1. Structural sizes and grade of materials.
 - 2. Weight of sign.
 - 3. Size, spacing, and number of fasteners.
 - 4. Connection details to the building frame.

Free Standing Sign

- ☐ A. Dimensioned elevation plan of sign showing heights of all vertical projections and area.
- ☐ B. Indicate sign weight.
- ☐ C. Show setbacks to sign from driveways and front and side property lines.
- ☐ D. Submit details and cross-section showing sign construction, including:
 - 1. Structural sizes and grade of materials.
 - 2. Size, spacing, and number of fasteners.
 - 3. Footing size, depth, and reinforcing.

* Note: Taxes need to be current prior to issuance of a Sign Permit.

Check out the DDES Web site at www.metrokc.gov/ddes